On Top of Part 1

- ❑ Orders Phase I_____ Phase II_____ Phase III _____
- ❑ Flight Itinerary _____
- ❑ ATRRS Completion prints: PH 1_____ PH II_____PH III_____

Part I

COURSE SUMMARY SECTION

- ❑ OCS Student Enrollment Checklist (Annex F)
- ❑ Emergency Contact Information sheet
- ❑ OCS Application / Enrollment Form (local form or ATRRS print off)
- ❑ Letter of Recommendation
- ❑ Social Security Card (Copy)
- ❑ ETS date (Must be after graduation date) (Copy of PQR or Extension Contract DA Form 4836)

OCS Prerequisites

- ❑ Attachment Orders
- ❑ Promotion Orders- to E-6 (if applicable)
- ❑ Birth Certificate (Copy)
  - ❑ Age Waiver Request / Approval (TAG if 30-34yrs) (NGB if 35-39yrs) (if required)
- ❑ Proof of U.S. Citizenship – Required if not born in US
- ❑ Name Change Documents (if applicable)
- ❑ Chapter II Physical with any Medical Profiles (Must be within 24 months of commissioning)
  - ❑ Medical NGB Waiver Request / Approval (if required)
  - ❑ TAG 90 day waiver letter
- ❑ PHA/DA Form 7349-R (AMC) (Required if Chapter II physical is more than one year old)
- ❑ Official College Transcript (min. 60 semester hrs/ 90 quarter hrs)
- ❑ Proof of Minimum GT Score 110 (Such as DA Form 2-1)
- ❑ DD Form 214/ DD Form 220- Military Training (AIT/1 year service waiver)
- ❑ OCS State Enlistment option copy (if applicable DD Form 1966)
- ❑ Security Clearance – (Copy of 873) Security Clearance Certification Certificate, or application for Security Clearance (EPSQ)
- ❑ Moral/Civil Conviction Waiver Request / Approval
- ❑ Request for any Other Waivers (if applicable), with Developmental Counseling Statement to support that student is aware of waiver process.
- ❑ NGB 62 draft pages 1-4

Part II

GENERAL INFORMATION

- ❑ Candidate Profile Summary
  - ❑ OC Photo
  - ❑ OC Autobiography
- ❑ Academic Section
  - ❑ Developmental Counseling Forms -for academic deficiency of exam failure.
  - ❑ Academic Class Standings
  - ❑ Testing Score Sheets (LRC, FLX I, LND NAV)
  - ❑ All writing assignments, book reports, class assignments, essays
- ❑ Disciplinary Section
  - ❑ Class Action Memorandums
  - ❑ Board Action Results
  - ❑ Developmental Counseling Forms –Documenting Relief, Recycle, or Removal
  - ❑ Relief, Recycle, Removal, or Retention Documents – to include notification to student in writing of recommendation for relief and the reason(s), IAW TRADOC REG 351-18.
  - ❑ Notification of Relief (DD Form 785) - Record of disenrollment from a Phase of OCS Training).
  - ❑ Memo of notification of disenrollment to the Officer Candidate
  - ❑ Memo of notification of disenrollment to 1st General Officer in OC's chain of command from the OCS Battalion Commander.
  - ❑ Appeal Notification to Student (included in Co Cmdrs counseling on DA 4856)
- ❑ Miscellaneous (as needed)
  - ❑ Weekly Inspection Record (optional)
  - ❑ Phase Completion Certificates (local forms – if applicable)
  - ❑ Other Documents
  - ❑ *NO EXAM SCORE SHEETS!

Part III

COMMAND RATING

- ❑ End of Course Summary (Filed *On Top Of* This Page) (in Annex F)
- ❑ Summary of Candidate's Performance
- ❑ LERs/FLERs
  - ❑ Chronological Order with most recent on top
  - ❑ Complete LER/FLER Packet Consists of
    - ❑ LER In-Brief (Light Blue Card)
    - ❑ Officer Candidate Self-Assessment (Yellow Card)
    - ❑ All LORs (SPOT Reports) for the period (Green Card)
    - ❑ Completed LER (white bond) / FLER (Tan/salmon Card)

Part IV

CHRONOLOGICAL REPORTS OF COUNSELING

- ❑ Counseling Checklist
- ❑ All documented Counseling (other than LAP Counseling)
- ❑ Examples of Required Counseling on DA Form 4856E or specific memorandum found in Annex F
  - ❑ Prerequisite / Inprocessing Counseling (NLT Day 1, Phase 1) Initial Counseling (NLT Week 1, Phase 1)
  - ❑ Mid-Cycle Counseling
  - ❑ Close-Out Counseling
  - ❑ Peer Evaluations
  - ❑ Poor Performance
  - ❑ Missing Documentation (see below examples) Commissioning Physical
    - ❑ Age Waiver
    - ❑ Medical Waiver
    - ❑ Security Clearance
    - ❑ College Credit Requirements
    - ❑ Citizenship Waiver
    - ❑ AIT/ 1 year Service Waiver

Part V

PEER EVALUATIONS

- Peer Evaluation Leadership Assessment Forms
- Analysis of Individual Candidate Peer Evaluations

Part VI

PHYSICAL ABILITY SECTION

- ❑ DA Form 705 APFT Scorecard
- ❑ DA Form 5500 / 5501-R Body Fat Computation Worksheet (with General Counseling form for not meeting standards IAW AR 600-9 attached)
- ❑ Sick Slips (if needed)
- ❑ Temporary Profiles (if needed)
- ❑ Semi-Annual Weigh-In Documentation (as required)
- ❑ DA Form 4856E Counseling – monthly for candidates enrolled in the Army Weight Control Program
- ❑ AMC DA 7349-R (if applicable)